

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter V Utilities
	Section 1 Internet Payment History

Below are the steps to review the fee payment history for electronically filed documents filed by a user. The displayed report is user account specific. If you have multiple login accounts, each login must be used to obtain it's own history report.

STEP 1 Select **Utilities** from the main menu.

STEP 2 The **Utilities Events** screen will display.

- ◆ Click **Internet Payment History**. Enter **From** and **To** dates.
- ◆ Click **Run Report** or **Clear** to make corrections.

STEP 3 The **Internet Payment History** screen will display for your viewing.

U.S. Bankruptcy Court Southern District of Florida Internet Payment History for Loucks , Lara 11/20/2004 to 12/20/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-12-20 12:33:29	Voluntary Petition (Chapter 7)(04-11447) [misc,volp7a] (209.00)	credit card	41075	\$ 209.00

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	Section 2 Internet Payments Due

Below are the steps to pay outstanding fees with the court for electronically filed documents.

STEP 1 Select **Utilities** from the main menu.

STEP 2 Click **Internet Payments Due**.

NOTE: If there are no fees due, the following message appears:

"There are currently no outstanding CM/ECF credit card charges"

STEP 3 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

- ◆ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

***** IMPORTANT NOTICE *****		
Do NOT use the browser 'Back' button during the payment process.		

Summary of current charges:		
Date Incurred	Description	Amount
2005-02-24 09:04:26	Motion for Relief From Stay(04-11136-AJC) [motion,mrIfsty] (150.00)	\$ 150.00
		Total: \$ 150.00
<input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/>		

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STEP 4 The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information

Cardholder Name: Pam Shuler *

Billing Address: 51 SW 1 Ave *

Billing Address 2:

City:

State/Province:

ZIP/Postal Code: 33130

Country: United States

Card Type: Visa *

Card Number: * [Reset](#)

Expiration Date: / *

Payment Amount: \$150.00

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

[Continue](#) [Quit](#)

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

STEP 5 The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Payment Summary and Authorization

Cardholder Name: Pam Shuler
 Billing Address: 51 SW 1 Ave
 Billing Address 2:
 City:
 State/Province:
 ZIP/Postal Code: 33130
 Country: USA
 Card Type: Visa
 Card Number: *****1111
 Expiration Date: 3 / 2005
 Payment Amount: \$150.00
 Current Date and Time: 02/17/2005 09:05 EST

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

[Make Payment](#) [Edit](#) [Cancel](#)

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

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STEP 6 The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.

<p align="center">U.S. Bankruptcy Court Southern District of Florida</p> <p>Thank you. Your transaction in the amount of \$ 150.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 46971.</p> <p>Detail description: Motion for Relief From Stay(04-11136-AJC) [motion,mrlfsty] (150.00)</p> <p align="right">Close window</p>
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CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

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	<p align="center">Section 3</p> <p align="center">Maintain Your ECF Account</p>

This procedure demonstrates the functions of updating your CM/ECF user account. In addition it will provide instructions for editing the e-mail notification information.

STEP 1 Select **Utilities** from the main menu.

STEP 2 The **Utilities Events** screen will display.

There are (2) categories to choose from.

- A. Your Account
- B. Miscellaneous

◆ Click on **Maintain Your ECF Account**.

STEP 3 The **Maintain User Account** screen will display.

◆ The user may update only the following text fields indicated in red; **Phone**, **Fax**, **SSN** and **Tax ID**. *Please contact the clerk's office to change all other information.*

◆ If any modifications are made. Click **Submit**. If not make the applicable selection and proceed.

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	Section 3 Maintain Your ECF Account

STEP 4 Editing Email Notification Information. Click **Email Information**.

Email Information screen will display. Enter information into the text fields as needed.

- ◆ **Primary e-mail address:** *Please contact the court if a modification to your primary email address is required via email cmecf_support@flsb.uscourts.gov.*
- ◆ **Send the notices specified below:** These two fields allows the entry of additional e-mail addresses to which notices will be sent.
 - **to the primary e-mail address:** To activate the notices this box must be checked.
 - **to these additional e-mail addresses:** Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained). For example, an attorney or trustee may wish add the email address of a software vendor who manages their Notices of Electronic Filing. To activate this function, the box must be checked. *NOTE - This option is available only on the registered user's primary account.*
- ◆ **Send notices in cases in which I am involved:** Checking this box automatically informs the user when any filing has been submitted in a case where this person is a participant.
- ◆ **Send notices in these additional cases:** You do not have to be a participant in a case to receive e-mail notification of activity. The user may elect to be notified of activity in cases they have interest in but are not a party to. The case number format to enter this field is YY-NNNNN for main cases or YY-0NNNN for adversary cases. (This list is maintained by each user).
- ◆ **Send a Notice for each filing:** By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.

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	<p align="center">Section 3</p> <p align="center">Maintain Your ECF Account</p>

- ◆ **Send a Daily Summary Report:** By checking this box you will receive only one email notification every morning, that will list a Summary format for all cases that had activity from the prior day. The Summary includes the case number, name, docket text, and hyperlink.

NOTE - You cannot elect to receive both separate notices and summary report.

NOTE - If using a software vendor to manage email, confirm with the vendor which selection is preferred.

- ◆ **Format notices:** You will choose to receive notices in either **html** or **text format**.

After modifying desired fields, click **Return to Account screen** or **Clear** to return to system's default.

STEP 5 At the **Maintain User Account Screen**, click **Submit**. Accept the default selection of " *****Update All***** " and click **Submit**. A confirmation screen will appear.

STEP 6 The **More User Information** option.

- ◆ This option allows you only to change your password. Click **Return to Account screen**.

Ensure that you keep a record of your password because the Court will not be able to retrieve it.

You only can update password

Login	<input type="text" value="shulerpaty"/>	Last login	02-16-2005 13:01
Password	<input type="password" value="*****"/>	Current login	02-16-2005 13:01
Prid	389	Create date	03/03/2004
Registered	Y	Update date	11/17/2004
Internet Credit Card	Y		
Groups	Attorney		

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	<p align="center">Section 4</p> <p align="center">Miscellaneous options</p>

Below are the steps to access the Miscellaneous options of **Mailings** and **Verify a Document**.

MAILINGS

I. Accessing a Creditor Mailing Matrix

STEP 1 Select **Utilities** from the main menu (a creditor mailing matrix can also be accessed by clicking on **Reports** from the main menu then selecting **Creditor Mailing Matrix**.)

STEP 2 Click **Mailings**.

STEP 3 The **Creditor Mailing Matrix**.

STEP 4 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.

STEP 5 The **Creditor Mailing Matrix** screen will display.

◆ Enter the appropriate information. Choose a **Format**. Click **Run Report**.

STEP 6 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.

Total Labels 10

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II. Accessing the Mailing Information for a Case

This option displays (for a single case), a list of those who receive e-mail notices, and those who require manual noticing.

STEP 1 Select **Utilities** from the main menu.

STEP 2 Click **Mailings**.

STEP 3 Click **Mailing Info for a Case**.

STEP 4 Enter a **Case Number**. Click **Submit**.

STEP 5 The Mailing Information for a Case screen will display.

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	Section 4 Miscellaneous options

VERIFY A DOCUMENT

This option compares the filed document, known as the Original Signature, with the image displayed by the system, known as the Verified Signature. The following message will display if they match: **The documents signatures are the same**. If they are not the same, the document has been altered.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click **Verify a document**.
- STEP 3 Enter the **Case Number** and the **Document Number** to be verified. Click **Next**.
- STEP 4 The **Verify Document** screen will display the following message at the bottom of the screen: **The documents signatures are the same**

[05-10151-RAM John Doe](#)

Date	#	Docket Text
02/16/2005	1	Chapter 13 Voluntary Petition Chapter 13 Plan due by 3/3/2005. (Falzone, J)

File size is 9643

Original Signature(s)

Document No: 29685
Document description: Main Document
Original filename: C:\TEMP\CM-ECF Test Docs\Answer.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1068065210 [Date=2/16/2005] [FileNumber=29685-0]
[20bf767b7cd907c981910db4dbf7f9bc81ca96d2767f9043a392ad97baeb33770bb3c
6b70217a3e5b5c2bea99b6e3339fde6f2f8b9d09734b07d58a1ea00f5a]]

Verified Signature(s)

Document No: 29685
Document description: Main Document
Original filename: C:\TEMP\CM-ECF Test Docs\Answer.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1068065210 [Date=2/16/2005] [FileNumber=29685-0]
[20bf767b7cd907c981910db4dbf7f9bc81ca96d2767f9043a392ad97baeb33770bb3c
6b70217a3e5b5c2bea99b6e3339fde6f2f8b9d09734b07d58a1ea00f5a]]

The documents signatures are the same

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	Section 5 View Transaction Log

Below are the steps to review all electronic transactions entered by a specific user.

STEP 1 Select **Utilities** from the main menu.

STEP 2 The **Utilities Events** screen will display.

Click **View Transaction Log**. Enter a **Start** and **End Date**.

◆ Click **Submit**.

STEP 3 The **Transaction Log** screen will display for viewing.

Transaction Log			
Report Period: 01/01/1996 - 12/20/2004			
Id	Date	Case Number	Text
21883	08/04/2004 14:37:24	04-10657	Opened New BK Case 04-10657
21889	08/04/2004 14:46:19	04-10658	Opened New BK Case 04-10658
21892	08/04/2004 14:49:57	04-10659	Opened New BK Case 04-10659

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	Section 6 Your PACER Account

Below are the steps for accessing your PACER account through the CMECF interface.

Logging into your PACER Account from ECF

- STEP 1 Click **Utilities**.
- STEP 2 Click **Your PACER Account**.
- STEP 3 Click **CM/ECF Login**.
- STEP 4 Click **Submit**. The ECF/PACER login screen appears.
- STEP 5 Type your PACER login in the **Login** field, Press [TAB].
- STEP 6 Type your PACER password in the **Password** field, Press [TAB].
- STEP 7 If desired, type a client code in the **Client Code** field.
- STEP 8 Click **Login**. The main menu options change and you are logged in to PACER as well as ECF.

Changing the Client Code of your PACER Account

- STEP 1 Login to your PACER account from ECF.
- STEP 2 Click **Utilities**.
- STEP 3 Click **Your PACER Account**.
- STEP 4 Click **Change Your Client Code**.
- STEP 5 Type in a new client code.
- STEP 6 Click **Submit**. A confirmation of the new client code appears.

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	Section 6 Your PACER Account

Reviewing your PACER Billing History

- STEP 1 Login to your PACER account from ECF.
- STEP 2 Click **Utilities**.
- STEP 3 Click **Your PACER Account**.
- STEP 4 Click **Review Billing History**.
- STEP 5 Type in beginning and end dates in the respective fields.
- STEP 6 Choose to sort by **Date** or **Client Code/Date** from the **Sort** drop-down list.
- STEP 7 Click **Submit**. A billing report screen appears.

View PACER Account Information

- STEP 1 Login to your PACER account from ECF.
- STEP 2 Click **Utilities**.
- STEP 3 Click **Your PACER Account**.
- STEP 4 Click **View PACER Account Information**. An information screen appears.

NOTE: See Chapter III, Section 2, "*PACER Login*".